

Apartment Quick Card

Everything that matters in one page. About 90 minutes for a studio.

Property

Date

Cleaner

Time in / out

Start

- ☐ Photograph any damage before touching anything
- ☐ Strip bed, start laundry, collect all trash
- ☐ Open window / run fan

Kitchenette

- ☐ Clear fridge, wipe shelves & handles
- ☐ Microwave, stovetop, counters, sink
- ☐ Dishes washed, counted, put away
- ☐ Coffee station reset & restocked
- ☐ Restock dish soap, sponge, paper towels

Bathroom

- ☐ All hair removed (drain, floor, walls)
- ☐ Toilet, shower, sink, mirror
- ☐ Towels staged; 2 spare TP rolls
- ☐ Toiletries & hand soap topped up

Sleeping & living

- ☐ Bed made with fresh linens, styled to photos
- ☐ Sofa bed folded & linens stored (or made, if booked for it)
- ☐ Surfaces dusted; remotes sanitized
- ☐ Closet: hangers, spare blanket, luggage rack

Finish

- ☐ Floors vacuumed & mopped
- ☐ Thermostat, lights, blinds reset
- ☐ Welcome book + Wi-Fi card in place
- ☐ Doors locked; 'ready' photos sent to host
- ☐ Low supplies & damage logged